

Appendix G - Checklist for Submission of Plats of Vacation

General

When a Plat of Vacation has been prepared showing the area to be vacated and after the approval of the Plat of Vacation by the Planning and Zoning Commission, it indicates that the vacation as proposed is acceptable. This Appendix summarizes all administrative details which must be completed before a Plat of Vacation may be submitted to the Board of Trustees.

General Requirements for Plat of Vacation

A Plat of Vacation shall be prepared in accordance with the following general requirements:

- A. The Plat of Vacation shall be drawn in ink on suitable mylar drafting film. A photo reproduction on mylar is acceptable. "Stick-ons" shall only be allowed for utility easement certification, acceptable to the County Recorder of Deeds. The reproduction shall be either photographic or "Xerox"; "sepias" are not acceptable.
- B. The Plat of Vacation shall be so labeled, and shall include a correct survey of the property and a legal description of the area involved.
- C. The Plat shall be drawn to a scale of 100 feet to 1 inch. However, a larger scale may be used if desired for a proper exhibit of the Vacation. The maximum sheet size shall be 24" x 36", but more than one sheet may be used if necessary. All hand lettering shall be at least 1/10" high. All typed or printed lettering shall be at least the same size as "pica 12".
- D. A North arrow, the scale and all section and quarter-section lines shall be indicated on the plat.
- E. All required certificates shall be placed on the plat. In addition, any statements or approvals regarding continuation or abandonment of existing easements regarding public service facilities or utilities as referred to in the Plat Act or other application statute regarding the Vacation of Plats.
 1. Owner's Certificate and Notary Certificate
 2. Surveyor's Certificate
 3. Board of Trustees Certificate
 4. Village Engineer's Certificate
 5. Recorder's Certificate

Plat of Vacation Checklist

The following list includes all items which are required on a Plat of Vacation. It is recommended that this check-off list be used to verify that the Plat of Vacation is complete before it is submitted for review by the Planning and Zoning Commission.

A. General Plat of Vacation Requirements

1. Prepare plat on mylar.
2. Label as Plat of Vacation.
3. Use scale of 1" = 100' (larger scale if appropriate).
4. Maximum sheet size 24" x 36".
5. Include correct survey and legal description.
6. Provide North arrow and indicate scale.
7. Show all section and quarter-section lines.
8. Place all required certificates on plat.
9. Sign, date and seal plat.
10. Obtain necessary signatures.

Recording of Plat of Vacation

If the Plat of Vacation is not recorded within 6 months of the date of approval by the Village Board, the Plat of Vacation shall have no validity.